# Rural Community Development Facilities Grant (RCD) Performance Progress Report Forms and Instructions

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## **RCD PPR Instructions**

The Performance Progress Report (PPR) is used by the Office of Community Services to collect the comparative data required to account for the expenditure of Federal funds, assess the progress and impact of the Rural Community Development Facilities Grant (RCD) program and provide feedback to assist grantees.

RCD grantees are required to submit a PPR twice annually via GrantSolutions as follows:

Reporting Period	Report Due
September 30 <sup>th</sup> – March 31 <sup>st</sup>	April 30 <sup>th</sup>
April 1 <sup>st</sup> – September 29 <sup>th</sup>	October 31st

The PPR consists of three sections:

- Cover Page: This form collects general information about the RCD grant.
- Form A: This form collects quantitative data the RCD Program grantees on a semi-annual basis.
- **Form B:** This form collects qualitative data/information from the RCD Program grantees on a semi-annual basis.

#### Cover Page

Item	Data Elements	Instructions
1.	Awarding Federal agency and Organizational Element to Which Report is Submitted	Enter the name of the awarding Federal agency and organizational element identified in the award document or otherwise instructed by the agency. The organizational element is a sub-agency within an awarding Federal agency.
2.	Federal Grant or Other Identifying Number Assigned by the awarding Federal agency	Enter the grant/award number contained in the award document.
3a.	DUNS Number	Enter the recipient organization's Data Universal Numbering System (DUNS) number or Central Contract Registry extended DUNS number.
3b.	EIN	Enter the recipient organization's Employer Identification Number (EIN) provided by the Internal Revenue Service.
4.	Recipient Organization	Enter the name of recipient organization and address, including ZIP code.
5.	Recipient Account Number or Account Number	Enter the account number or any other identifying number assigned by the recipient to the award. This number is strictly for the recipient's use only and is not required by the awarding Federal agency.
6.	Project/Grant Period	Indicate the project/grant period established in the award document during which Federal sponsorship begins and ends.
7.	Reporting Period End Date	Enter the ending date of the reporting period. For semi-annual, and annual reports, the following calendar quarter reporting period end dates shall be used: 3/31 and 9/30. For final PPRs, the reporting period end date shall be the end date of the project/grant period.
8.	Final Report	Mark appropriate box. Check "yes" only if this is the final report for the project/grant period specified in Box 6.
9.	Report or Frequency	Select the appropriate term corresponding to the requirements contained in the award document. "Other" may be used when more frequent reporting is required for high-risk grantees, as specified in OMB Circular A-110.
10.	Performance Narrative	Attach performance narrative as instructed by the awarding Federal Agency

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Item	Data Elements	Instructions
11.	Other Attachments	Attach other documents as needed or as instructed by the awarding Federal agency.
12a.	Certification - Name	Type or print the name and title of the Authorized Certifying Official.
12b.	Certification - Signature	The Authorized Certifying Official should sign here.
12c.	Certification - Phone	Enter the area code, phone number and extension of the Authorized Certifying Official.
12d.	Certification – Email	Enter the email address of the Authorized Certifying Official.
12e.	Certification - Date	Enter the date (month, day, year) the report is submitted.

#### Form A

**Form A** collects the quantitative data about your project. Please fill out all sections and fields applicable to your RCD grant.

**Column 1** lists the indicator number. The letter corresponds to the group indicators.

Column 2 describes the objective goal/description.

**Column 3** describes the indicators of progress toward the goal in Column 2 to be used to report in the rest of the columns in the row. Indicators are measurable elements of the desired results of the program.

**Column 4** describes where the project started on this goal. This is described by entering the value of the indicator at the start of [the project, the year or the reporting period- a decision you will want to make].

Column 5 is the year in which the final target value (column 6) is expected to be achieved.

Column 6 describes the final target for the project.

Column 7 documents the grantees cumulative progress towards the project goal.

**Column 8** provides the grantee space to provide any additional data that the OCS Project Specialist might need to better understand the data. A very short explanation may be provided in the explanation column to explain the quantitative data provided. However, it is recommended that longer explanations and a more detailed discussion of highlights and challenges related to the grant be provided in the first two sections (Highlights and Challenges) of Form B.

#### Indicators

The indicators on which you report are grouped and labeled by letters. Indicators in groups A through I are applicable to all grantees.

**RCAP Grantees** – Provide data for indicators in groups A through I. Indicators in groups J through N generally do not apply to RCAP grantees. However, if any indicators in groups J through N do apply, please provide data for the applicable indicators. If an indicator does not apply, leave the field blank or enter "NA."

**Tribal Grantees** – Provide data for indicators in groups A through I. Tribal grantees should also provide data for indicators in groups J through N. If an indicator does not apply, leave the field blank or enter "NA."

#### Form B

Form B provides a structured format to discuss your RCD programs as you would in the semi-annual reports and address or explain any issues raised in Form A. It will primarily collect the qualitative data that OCS Program Specialists need to monitor the program. Please enter the page number and total number of pages in the upper right corner.

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There are four sections to Form B.

**Project Description** – This section provides space for basic data describing the project.

**Highlights & Major Accomplishments** – This section provides a place to document key successes in the project. The nine specified topics in Column 2 are suggested areas where you may have experienced success. An additional line is included for accomplishments that are not covered by the nine distinct topics. Column 4 provides an opportunity to describe accomplishments for any of the topics deemed relevant. Leave Column 4 blank for any topics that are not relevant to your project during this reporting period.

Challenges (or problems) & Resolutions (or steps taken) – This section mostly mirrors the highlights section but collects data on the challenges faced in the reporting period, and how those challenges were or will be addressed. The nine specified topics in Column 2 are suggested areas where you may have experienced challenges. An additional line is included for challenges that are not covered by the specific topics. Column 4 provides an opportunity to describe challenges and resolutions for any of the topics deemed relevant. Leave Column 4 blank for any topics that are not relevant to your project during this reporting period.

**Changes** – This section documents for the OCS Program Specialist any significant changes in the project that may impact future success and/or need to be documented. The seven specified topics in Column 2 are suggested areas where you may have undergone changes. Column 4 provides an opportunity to describe challenges and resolutions for any of the topics deemed relevant. Leave Column 4 blank for any topics that are not relevant to your project during this reporting period.

**Note:** This PPR form is in a locked format. The editable fields contain gray text that says "Enter text" or "Enter number." Click on the text to type in your data or response. If an editable field does not apply to your grant or the data is not available, leave it blank. All other sections of the document, including instructions, indicator names, and table formatting are locked and cannot be edited.

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# **Cover Page**

					Page Enter text.	of Enter text.  Pages
1.Federal Agency and Organiz Which Report is Submitted Enter text.	zation Element to			er Identifying ederal Agency	3a. DUNS Number Enter text. 3b. EIN Enter text.	
4. Recipient Organization (Nat Enter text.	me and complete ad	ldress inclu	uding zip code	)	5. Recipient Ident or Account Numb Enter text.	
6. Project/Grant Period			7. Reporting	Period End Date	8. Final Report?	☐ Yes ☐ No
Start Date: (Month, Day, Year) Enter text.	Start Date: (Month, Day, Year) End Date: (Month, Day, Year)			Year)		ncy ] semi-annual ] other
10. Performance Narrative Enter text.	e (attach perfor	mance na	arrative as in	structed by the a	warding Federal A	(gency)
11. Other Attachments	(attach other do	ocuments	as needed c	r as instructed by	/ the awarding Fe	deral Agency)
12. Certification: I certify for performance of activity						complete
12a. Typed or Printed Name a Enter text.	and Title of Authorize	ed Certifyir	ng Official	12c. Telephone (Enter text.	(area code, number	and extension)
				12d. Email Addre Enter text.	ess	
2b. Signature of Authorized C Enter text.	Certifying Official			12e. Date Repor Enter text. 13. Agency use	t Submitted <i>(Month,</i>	Day, Year)

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## Form A: Performance Measures

#### Reminder:

The indicators on which you report are grouped and labeled by letters. Indicators in groups A through I are applicable to all grantees.

**RCAP Grantees** – Provide data for indicators in groups A through I. Indicators in groups J through N generally do not apply to RCAP grantees. However, if any indicators in groups J through N do apply, please provide data for the applicable indicators. If an indicator does not apply, leave the field blank or enter "NA."

**Tribal Grantees** – Provide data for indicators in groups A through I. Tribal grantees should also provide data for indicators in groups J through N. If an indicator does not apply, leave the field blank or enter "NA."

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(1) Measure Number or Label	(2) Objective/Goal Description	(3) Measu	re	(4) Baseline	(5) Target Year	(6) Project Target	(7) Actual To Date	Ex	(8) planation
A-01	Serve states in region	Number of s represented state names Explanation column)	(enter in the	Enter #	Enter #	Enter #	Enter #	Enter text.	
B-01	Population Served	# of people s		Enter #	Enter #	Enter #	Enter #	Enter text.	
B-02		# of househousehousehousehousehousehousehouse	olds	Enter #	Enter #	Enter #	Enter #	Enter text.	
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B-05		# of Native American pe served	eople	Enter#	Enter #	Enter #	Enter #	Enter text.	
C-01	Rural Communities Served	# of commur served below population o	w a	Enter #	Enter #	Enter #	Enter #	Enter text.	
C-02		# of commur served with a population b 501 and 2,50	a etween 00	Enter #	Enter#	Enter #	Enter #	Enter text.	
C-03		# of commur served with a population b 2,501 and 5,	a etween ,000	Enter #	Enter #	Enter #	Enter #	Enter text.	
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C-06		Average size community	e of	Enter #	Enter #	Enter #	Enter #	Enter text.	

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C-07		Population of Smallest community served	Enter #	Enter #	Enter #	Enter #	Enter text.
C-08		Population of Largest community served	Enter #	Enter #	Enter #	Enter #	Enter text.
D-01	Assist in developing affordable, safe water and wastewater treatment facilities	# of needs assessments conducted	Enter #	Enter #	Enter #	Enter #	Enter text.
D-02		# of long-term facilities development projects	Enter#	Enter#	Enter #	Enter #	Enter text.
D-03		# of community and leadership development projects	Enter#	Enter#	Enter #	Enter #	Enter text.
D-04		# of disaster preparedness and recovery projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-05		# of loan fund projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-06		# of management and financial projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-07		# of regulatory compliance projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-08		# of operations and maintenance projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-09		# of source water protection projects	Enter #	Enter #	Enter #	Enter #	Enter text.
D-10		# of other short- term technical assistance projects not classified above	Enter #	Enter #	Enter#	Enter #	Enter text.
E-01	Develop training so that the facilities will be sustained over the long term	# of trainings conducted (all types)	Enter#	Enter #	Enter#	Enter #	Enter text.
E-02		# of training attendees (all types)	Enter #	Enter #	Enter #	Enter #	Enter text.
E-03		# of board trainings	Enter#	Enter #	Enter #	Enter #	Enter text.
E-04		# of board training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
F-01	Conduct networking and outreach activities	# of funding collaborations	Enter#	Enter#	Enter #	Enter #	Enter text.
F-02		# of WARN collaborations	Enter #	Enter#	Enter #	Enter #	Enter text.
F-03		# of presentations lead (non-training)	Enter #	Enter #	Enter #	Enter #	Enter text.
F-04		# of publications created (non- newsletter)	Enter #	Enter #	Enter #	Enter #	Enter text.
F-05		# of publications updated, translated, or otherwise revised (non-newsletter)	Enter#	Enter #	Enter #	Enter #	Enter text.

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G-06  G-06  Create revolving loan funds to support small community projects  H-02  Total dollar amount of loans distributed H-03  Monitor the outcomes of construction projects  Find to dollar amount of loans the communities assisted this year  Finter # Enter # E	G-05			Enter #	Enter #	Enter #	Enter #	Enter text.
G-06  G-06  Total dollar amount of funding in grants received by the communities assisted this year  H-01  Create revolving loan funds to support small community projects  H-02  Total dollar amount of loans distributed  H-03  Smallest loan  Enter # Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter text.  H-04  Largest loan  Enter # Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter text.  Enter #								
G-06  Total dollar amount of funding in grants received by the communities assisted this year  H-01  Create revolving loan funds to support small community projects  H-02  Total dollar amount of loans distributed  H-03  Smallest loan  Smallest loan  Largest loan  Finter #  Enter #			communities					
H-01 Create revolving loan funds to support small community projects  H-02 Total dollar amount of loans distributed H-03 Smallest loan H-04 Largest loan I-01 Monitor the outcomes of construction projects  Of funding in grants received by the communities assisted this year  Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter # Enter text.	0.00							
H-01 Create revolving loan funds to support small community projects  H-02 Total dollar amount of loans distributed  H-03 Smallest loan Enter # Enter # Enter # Enter # Enter # Enter text.  H-04 Largest loan Enter # Enter # Enter # Enter # Enter # Enter text.  Monitor the outcomes of construction projects  Fig. 1	G-06			Enter #	Enter #	Enter #	Enter #	Enter text.
H-01 Create revolving loan funds to support small community projects  H-02 Total dollar amount of loans distributed  H-03 Smallest loan Enter # Enter # Enter # Enter # Enter # Enter text.  H-04 Largest loan Enter # Enter # Enter # Enter # Enter # Enter text.  Monitor the outcomes of construction projects  Benter # Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter								
H-01 Create revolving loan funds to support small community projects  H-02 Total dollar amount of loans distributed  H-03 Smallest loan  H-04 Largest loan  Monitor the outcomes of construction projects  H-05 Rational Fine Fine Fine Fine Fine Fine Fine Fine			communities					
revolving loan funds to support small community projects  H-02  Total dollar amount of loans distributed  H-03  Smallest loan  Enter # Enter # Enter # Enter # Enter # Enter text.  H-04  Largest loan  Enter # Enter # Enter # Enter # Enter # Enter text.  I-01  Monitor the outcomes of construction projects  Where construction projects  Find H-04  Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter text.  Enter # En	11.04	Create		T . "	F	F . "	- T	7
Funds to support small community projects   Total dollar amount of loans distributed   Enter # Enter # Enter # Enter # Enter # Enter text.	H-U1		# or loans granted	Enter #	Enter #	Enter #	Enter #	Enter text.
Community projects   Communi								
H-02 Total dollar amount of loans distributed H-03 Smallest loan Enter # Enter # Enter # Enter # Enter text.  H-04 Largest loan Enter # Enter # Enter # Enter # Enter text.  I-01 Monitor the outcomes of construction projects where construction projects  Smallest loan Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter text.  Enter # Enter # Enter # Enter # Enter # Enter text.								
H-02 Total dollar amount of loans distributed H-03 Smallest loan Enter # Enter # Enter # Enter # Enter text.  H-04 Largest loan Enter # Enter # Enter # Enter # Enter text.  H-05 Monitor the outcomes of construction projects where construction projects  H-06 Enter # Enter # Enter # Enter # Enter # Enter text.  Enter #								
H-03   Smallest loan   Enter #   Enter #   Enter #   Enter #   Enter text.  H-04   Largest loan   Enter #   Enter #   Enter #   Enter text.  H-05   Monitor the outcomes of construction projects   Where construction projects   Was STARTED (post-OCS grantee   Smallest loan   Enter #   En	H-02	projects	Total dollar amount	Enter#	Enter#	Enter#	Enter#	Enter text
H-04 Largest loan Enter # Enter # Enter # Enter # Enter text.    H-04   Largest loan   Enter # Enter # Enter # Enter # Enter text.    H-04   Largest loan   Enter # Enter # Enter # Enter # Enter text.    H-04   Largest loan   Enter # Enter # Enter # Enter # Enter text.    H-04   Enter # Enter # Enter # Enter # Enter # Enter text.    H-05   Enter # E			of loans distributed	Littel #	Entel #	Enter #	Enter #	Little text.
I-01 Monitor the outcomes of construction projects Was STARTED (post-OCS grantee)  # of long term facilities projects where construction was STARTED (post-OCS grantee)	H-03		Smallest loan	Enter #	Enter #	Enter #	Enter #	Enter text.
outcomes of construction projects where construction was STARTED (post-OCS grantee	H-04			Enter #	Enter #	Enter #	Enter #	Enter text.
construction where construction was STARTED (post-OCS grantee	I-01			Enter #	Enter #	Enter #	Enter #	Enter text.
projects was STARTED (post-OCS grantee								
(post-OCS grantee								
		p. 2,2230						
WOIN OULCOINE)			work outcome)					

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	•	1	1			•	
I-02		# of long term facilities projects where construction was COMPLETED (post-OCS grantee work outcome)	Enter#	Enter #	Enter #	Enter #	Enter text.
J-01	Serve Tribal Communities	# of workshops to inform tribal councils, water boards and citizens regarding drinking water	Enter #	Enter #	Enter #	Enter #	Enter text.
J-02		# of proposals prepared for infrastructure development	Enter#	Enter #	Enter #	Enter #	Enter text.
J-03		# of onsite community technical assistance visits by Tribal staff	Enter #	Enter #	Enter #	Enter #	Enter text.
J-04		# of onsite managerial assistance visits by Tribal staff	Enter#	Enter#	Enter #	Enter #	Enter text.
J-05		# of working group meetings	Enter #	Enter #	Enter #	Enter #	Enter text.
J-06		# of certification program advisory group meetings	Enter #	Enter #	Enter #	Enter #	Enter text.
J-07		other comments on activities	Enter #	Enter #	Enter #	Enter #	Enter text.
K-01	Tribal Training Maintenance	# of new trainings developed this FFY	Enter #	Enter #	Enter #	Enter #	Enter text.
K-02		# of trainings revised and updated this year	Enter #	Enter #	Enter #	Enter #	Enter text.
L-01	Tribal Training Attendance	Total of training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-02		# of consumer confidence training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-03		# of confined spaces training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-04		# of cross connection training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-05		# of drinking water sampling training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-06		# of emergency response training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-07		# of general module training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-08		# of hydraulics and pumping training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-09		# of mathematics course attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-10		# of refresher cross-connection training attendees	Enter #	Enter#	Enter #	Enter #	Enter text.
L-11		# of water quality standards academy attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-12		# of school of work training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.
L-13		# of wastewater collection training attendees	Enter #	Enter #	Enter #	Enter #	Enter text.

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1.44		# =1	-	-		I	
L-14		# of wastewater treatment-act.	Enter #	Enter #	Enter #	Enter #	Enter text.
		Sludge training					
		attendees					
L-15		# of wastewater	Enter#	Enter#	Enter #	Enter #	Enter text.
		treatment lab					
1.46		attendees # of westswater	E	T	P	Trus II	Transaction 1
L-16		# of wastewater treatment systems	Enter #	Enter #	Enter #	Enter #	Enter text.
		- lagoon training					
		attendees					
L-17		# of wastewater	Enter#	Enter#	Enter #	Enter #	Enter text.
		treatment level 2					
L-18		training attendees # of water	E	T	P	Trus II	Transaction 1
L-10		distribution training	Enter #	Enter #	Enter #	Enter #	Enter text.
		attendees					
L-19		# of water	Enter#	Enter#	Enter #	Enter #	Enter text.
		distribution level 2					
1.00		training attendees	TD . "	TD			T
L-20		# of water treatment training	Enter #	Enter #	Enter #	Enter #	Enter text.
		attendees					
L-21		# of water	Enter #	Enter #	Enter #	Enter #	Enter text.
		treatment level 2	"				
1.00		training attendees	70	- · · ·		T	7
L-22		# of TWS operator work group training	Enter #	Enter #	Enter #	Enter #	Enter text.
		attendees					
L-23		# of water	Enter #	Enter #	Enter #	Enter #	Enter text.
		laboratory analyst					
1.04		training attendees		_			
L-24		# of total max daily load workshops	Enter #	Enter #	Enter #	Enter #	Enter text.
		attendees					
L-25		# of water security	Enter #	Enter #	Enter #	Enter #	Enter text.
		training attendees		211001 11		211111	
L-26		# of source water	Enter #	Enter #	Enter #	Enter #	Enter text.
		assessment training attendees					
L-27		# of satellite	Enter #	Enter#	Enter #	Enter #	Enter text.
		conferences	LINCI T	LIIICI #	LIICI T	Linci m	Little text.
		attendees					
L-28		# of pumps and	Enter #	Enter #	Enter #	Enter #	Enter text.
		motors training attendees					
L-29		# of cost savings	Enter #	Enter #	Enter #	Enter #	Enter text
		and utility	Linter #	Emer#	Litter #	Eillel #	Enter text.
		operations training					
N 04	The state of	attendees					
M-01	Train water operators to be	# of individuals who passed certification	Enter #	Enter #	Enter #	Enter #	Enter text.
	able to pass	tests					
	certifications	15010					
M-02		# of individuals who	Enter#	Enter #	Enter #	Enter #	Enter text.
		failed certification					
N-01	Issue and	# of new	Date: #	Desta #	Destar #	Dectar #	Enton toyt
IN-O I	reissue	# of new certifications issued	Enter #	Enter #	Enter #	Enter #	Enter text.
	certifications	3311110411011010000					
N-02		# of certifications	Enter#	Enter #	Enter #	Enter #	Enter text.
NICO		reissued					
N-03		# of certifications	Enter #	Enter #	Enter #	Enter #	Enter text.
		issued through reciprocity					
		agreements					
N-04		Of all the	Enter #	Enter #	Enter #	Enter #	Enter text.
		certifications					
		issued, # of lagoon		<u> </u>			

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N-05	Of all the certifications issued, # of wastewater collection (1)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-06	Of all the certifications issued, # of wastewater treatment (1)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-07	Of all the certifications issued, # of wastewater treatment (2)	Enter #	Enter #	Enter #	Enter#	Enter text.
N-08	Of all the certifications issued, # of wastewater treatment (3)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-09	Of all the certifications issued, # of wastewater treatment (4)	Enter #	Enter #	Enter #	Enter#	Enter text.
N-10	Of all the certifications issued, # of wastewater lab analyst (1)	Enter#	Enter #	Enter #	Enter #	Enter text.
N-11	Of all the certifications issued, # of water distribution (1)	Enter #	Enter #	Enter #	Enter#	Enter text.
N-12	Of all the certifications issued, # of water distribution (2)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-13	Of all the certifications issued, # of water distribution (3)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-14	Of all the certifications issued, # of water lab analyst	Enter #	Enter #	Enter #	Enter #	Enter text.
N-15	Of all the certifications issued, # of water treatment (1)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-16	Of all the certifications issued, # of water treatment (2)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-17	Of all the certifications issued, # of water treatment (3)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-18	Of all the certifications issued, # of water treatment (4)	Enter #	Enter #	Enter #	Enter #	Enter text.
N-19	Of all the certifications issued, # of other	Enter #	Enter #	Enter #	Enter #	Enter text.

#### **Definitions**

- Community Is the service area, which may be a town, county, or a subset of either.

  Leveraged Funding Includes any local matching funds or funds raised by or for the community to accomplish the RCAP related projects. It does not include other Federal funding sources (EPA or RD) that fund the RCAP grantee.

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- Newsletters Are promotional documents primarily created for the purpose of outreach and providing organizational updates. They may also include information to increase readers' knowledge of the field.
- Presentations Includes webinars and in-person presentations.

  Publications Are documents designed with the primary purpose of increasing readers' knowledge on a particular topic or on the field in general and include recorded presentations either distributed online or by DVD.
- RCD Rural Community Development Facilities Grant
- Trainings Are formal training sessions involving a group of people. Individual trainings should be classified as technical assistance.

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# Form B: Program Indicators

				T	Page Enter text.	Pages
	ncy and Organization nich Report is Submitted	2. Federal Grant of Identifying Number Assigned by Federagency Enter text.	er	3a. DUNS Enter text.  3b. EIN Enter text.		4. Reporting Period End Date (Month, Day, Year) Enter text.
B. Program	Indicators					
(1) Activity Number or Label	(2) Activity Description	Status	r		(4) Explanation	
Highlights &	Major Accomplishmen	ıts				
A-01	Population Served	Enter text.	Enter t	ext.		
A-02	Communities Served	Enter text	. Enter t	ext.		
A-03	Projects	Enter text	. Enter t	ext.		
A-04	Trainings	Enter text	. Enter t	ext.		
A-05	Outreach	Enter text	. Enter t	ext.		
A-06	Leveraged Funding	Enter text	. Enter t	ext.		
A-07	Revolving Loan Fund	Enter text	. Enter t	ext.		
A-08	Project Outcomes	Enter text	. Enter t	ext.		
A-09	Other Highlights	Enter text	. Enter t	ext.		
Challenges (	(or problems) & Their R	esolutions (or s	teps taker	1)		
B-01	Population Served	Enter text	. Enter t	ext.		
B-02	Communities Served	Enter text	. Enter t	ext.		
B-03	Projects	Enter text	. Enter t	ext.		
B-04	Trainings	Enter text	. Enter t	ext.		
B-05	Outreach Activities	Enter text	. Enter t	ext.		
B-06	Leveraged Funding	Enter text	. Enter t	ext.		
B-07	Revolving Loan Fund	Enter text	. Enter t	ext.		
B-08	Project Outcomes	Enter text	. Enter t	ext.		
B-09	Other Challenges	Enter text	. Enter t	ext.		
Changes						
C-01	Services Provided	Enter text	. Enter t	ext.		
C-02	Level of Services Provided	Enter text	. Enter t	ext.		
C-03	Distribution of Services Provi	ded Enter text				
C-04	Staffing	Enter text	. Enter t	ext.		
C-05	In the Field (examples: availa funding, regulations, etc.)	2311001 00111				
C-06	In Grantee Region & States	Enter text				
C-07	Other Changes	Enter text	. Enter t	ext.		

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